

M.G.N. College of Education, Jalandhar
Duty List for the Year 2022-23

1.	Controller Examination, Examination Reforms	Dr Ravjeet Kaur
2.	Upload Data and Display of Semester Results on website	Mrs Shivani Gulati
3.	Recording of Internal Assessment	Mrs Surjit Kaur Mrs Sakshi Sharma
4.	Recording of University Exam Results (DMC's)	Mrs Sakshi Sharma
5.	Anti Ragging Committee and Sexual Harassment Committee	Mrs Neelu Jhanji (Co-ordinator) Dr Meharban Singh Dr Ravjeet Kaur
6.	Time Table	Dr Radha Arora Ms Anju
7.	UGC Grants & Schemes	Dr Radha Arora Dr Pooja Bhardwaj Dr Ravjeet Kaur Mrs Shivani Gulati
8.	Youth Festival Cultural Activities Incharge	Dr Pooja Bhardwaj
9.	Music	Mr Maninder Pal Singh Dr Seema Rani
10.	Fine Arts	Mrs Geetanjali Mittu
11.	Theatre	Mrs Gaganpreet Kaur Mrs Jaspreet Kaur
12.	Literary	Dr Pooja Bhardwaj Dr Kiran Walia
13.	Quiz	Ms Satinderbir Kaur Mrs Shivani Gulati Mrs Sakshi Sharma Ms Anju
14.	Dances	Dr Pooja Arora Mrs Surjit Kaur
15.	Picnic/Excursion	Dr Radha Arora Dr Seema Rani Mrs Gaganpreet Kaur Ms Anju
16.	Grievance & Redressal Cell	Dr Pooja Arora Dr Seema Rani
17.	Internal Complaint Committee	Dr Radha Arora Dr Seema Rani Ms Anju

18. Liaison officer for Field Experience and Internship (B.Ed) Dr Meharban Singh
19. College Canteen Mrs Geetanjali Mittu
20. Campus Cleanliness Incharge Dr Kiran Walia
21. Campus Beautification Mrs Geetanjali Mittu
22. Planning of Sessional work (B.Ed. course) Dr Radha Arora
23. Annual Report Dr Pooja Bhardwaj
24. Maintenance of College Events Records (Every Semester End) Mrs Surjit Kaur
25. Institution Feedback & its Analysis (Every Semester End) Dr Pooja Arora
 Alumni Feedback Analysis (After Every Programme) Mrs Jaspreet Kaur
 Parents Feedback Analysis (Within Two Months of Semester Start)
 Teachers Feedback Analysis (Within One Month of Semester Start)
26. Visitors Feedback Analysis (Before Summer Break) Mrs Surjit Kaur
27. Field Experience and Internship Feedback and its Analysis (After Every Field Experience & Internship) Dr Meharban Singh
28. Invitation's/Publication & Circulation Dr Ravjeet Kaur
 Mrs Shivani Gulati
 S Sukhdev Singh
29. Purchase Committee Mrs Neelu Jhanji
 Dr Radha Arora
 Dr Meharban Singh
 Dr Pooja Bhardwaj
 S Amritpal Singh (Accounts)
30. Library Committee Mrs Neelu Jhanji
 Dr Radha Arora
 Dr Meharban Singh
 Dr Ravjeet Kaur
 Ms Satinderbir Kaur
31. Book Bank Issue and Maintenance Ms Satinderbir Kaur
32. Refreshments Dr Pooja Arora
 Mrs Gaganpreet Kaur
 Mrs Sakshi Sharma
 Ms Satinderbir Kaur
33. Liaison officer for Post Matric Scholarship/ Minority Scholarship/Merit Scholarship Mrs Shivani Gulati
34. Committee for SC/ST Dr.Seema Rani
35. Legal Aid Clinic Mrs.Shivani Gulati
 Dr Ravjeet Kaur
36. Guidance & Counselling Cell Dr Ravjeet Kaur
 Mrs Jaspreet Kaur

37. I.Q.A.C. Dr Radha Arora (Co-ordinator)
Dr Pooja Bhardwaj
Dr Ravjeet Kaur
Mrs Shivani Gulati
38. Equal Opportunity Cell Dr Pooja Arora
Dr Kiran Walia
39. OBC Cell Mrs.Shivani Gulati
Mrs.Sakshi Sharma
40. Minority Cell Mrs.Shivani Gulati
Mrs.Geetanjali Mittu
41. Women Welfare Committee Mrs Neelu Jhanji
Dr Radha Arora
Ms Anju
42. Discipline Committee Dr Meharban Singh
Dr Seema Rani
Mr Maninder Pal Singh
43. Energy Management Cell Dr.Seema Rani
44. Water management Cell Mrs.Sakshi Sharma
45. Waste Management Cell Dr.Kiran Walia
46. Placement Cell Mrs.Neelu Jhanji
Mrs.Geetanjali Mittu
47. Library Club Ms.Satinderbir Kaur
48. Advisory Committee Dr.Radha Arora
Dr.Meharban Singh
Dr.Pooja Bhardwaj
Dr.Ravjeet Kaur
49. Editorial Board Mrs.Neelu Jhanji
Dr.Ravjeet Kaur (Chief Editor)
Dr.Meharban Singh
Dr.Pooja Bhardwaj
Mrs.Surjit Kaur
Mrs.Geetanjali Mittu
50. Academic Coordinator Dr.Radha Arora
51. College Academic Advisory Body Dr.Radha Arora
Dr.Meharban Singh
Dr.Pooja Bhardwaj
Dr.Ravjeet Kaur
52. Green Committee Dr.Seema Rani
Dr.Kiran Walia
Mrs.Sakshi Sharma
53. Reporting of Compulsory Attendance during Functions House Incharges

54.	Display in Principal's Office and Principal's Corridor	Mrs Geetanjali Mittu
55.	Website/E-mail updates	Mrs Shivani Gulati
56.	Student Aid Fund	Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur
57.	Book Bank Facility	Mrs Neelu Jhanji Dr Radha Arora Dr Meharban Singh Dr Ravjeet Kaur Ms Satinderbir Kaur
58.	News Coverage & Maintenance of News records	Dr Pooja Bhardwaj (English) (Co-ordinating with Press reporters) Dr Meharban Singh (Punjabi) (Maintenance of News) S Amritpal Singh
59.	Repair of College Building and furniture	Dr Radha Arora Dr Meharban Singh Dr Pooja Bhardwaj S Bhulinder Singh (Reporting the needs)
60.	Bus Pass & Railway pass	Dr Seema Rani
61.	Records of University Answer Sheets	Dr Meharban Singh S Sukhdev Singh
62.	De-addiction Committee	Dr Kiran Walia
63.	College Stock Register	Dr Pooja Bhardwaj S Amritpal Singh
64.	Cultural Club	Dr Pooja Bhardwaj
65.	Maths Club	Dr Radha Arora Dr. Pooja Arora
66.	Red Ribbon Club	Dr Seema Rani
67.	Red Cross Club	Mr Maninder Pal Singh Mrs Jaspreet Kaur Mrs Gaganpreet Kaur
68.	Health Club	
69.	Literary Club	Dr Meharban Singh
70.	NSS	Dr Kiran Walia
71.	Art Club	Mrs Geetanjali Mittu
72.	Cyber Club	Mrs Shivani Gulati

73.	Inviting Lectures/Workshop/Seminars	Mrs Neelu Jhanji Dr Radha Arora Dr Ravjeet Kaur Ms Anju
74.	College Shabad/ National Anthem	Dr Seema Rani Mr Maninder Pal Singh
75.	Authorized Tutors for Recommending Students Leave, Concessions, Honours	House Incharges
76.	Alumni	Mrs Geetanjali Mittu
77.	ET Lab	Mrs Neelu Jhanji Mrs Shivani Gulati
78.	Psycho Lab	Dr Radha Arora
79.	Art Lab	Mrs Geetanjali Mittu
80.	Computer Lab	Mrs Shivani Gulati
81.	Gym	Mrs Gaganpreet Kaur
82.	Science Lab	Dr Seema Rani
83.	Curriculum Lab a) Math b) Science c) Social Science	Dr Ravjeet Kaur Dr.Radha Arora Dr.Seema Rani Dr.Kiran Walia
84.	Gardening Incharge	Dr Seema Rani
85.	Maintenance of Attendance Record	Mr Maninder Pal Singh

A) House Incharges

B.Ed. Semester I (2022-24)	Section A	- Dr Seema Rani
	Section B	- Mrs Geetanjali Mittu
	Section C	- Dr.Kiran Walia
B.Ed. Semester III (2021-23)	Section A	- Dr Pooja Arora
	Section B	- Dr Meharban Singh
	Section C	- Dr Pooja Bhardwaj

B) Inter House Competition Incharges

1. Black Board Writing Sketching
2. Kho Kho
3. Thematic Display Board
4. Badminton
5. Races
6. Power point Presentation
7. Teaching Aid Competition
8. Slogan Writing Competition

Overall Coordinator

Mr Maninder Pal Singh

Dr Kiran Walia

Mrs Jaspreet Kaur

Mrs Gaganpreet Kaur

Dr Kiran Walia

Mrs Sakshi Sharma

Mrs Surjit Kaur

Mrs Geetanjali Mittu

Dr Radha Arora

Dated: 06.08.2022


Acting Principal

